

**POLICY & PROCEDURES FOR RESIDENTIAL PERMIT PARKING AREAS**  
**September 1, 2009 - August 31, 2010**

>>>>PLEASE RETAIN FOR REFERENCE>>>>

See our Permit Parking web site at [www.stpaul.gov/ResidentialPermitParking](http://www.stpaul.gov/ResidentialPermitParking)

The Saint Paul City Council has established residential permit parking in your neighborhood to keep the area free from non-resident parking. All vehicles that do not have a valid permit properly displayed are subject to the posted parking regulations. Signs and permits will display the identifying number assigned to your area. Vehicles without permits or with inappropriate area numbers will be considered in violation.

No permit issued under this Ordinance shall guarantee or reserve to the holder a particular parking space within the restricted area but shall provide general parking in said area during the time specified by ordinance as so posted.

**HOW TO APPLY**

**NEW APPLICANTS:**

All new applicants (legal residents in a permit area who have not previously purchased a residential parking permit) must initially apply **in person** at either location listed below. **Please note that we accept checks, charge cards, check cards or exact cash amount. Make checks payable to City of St. Paul.**

Traffic Operations Building  
899 North Dale Street  
Telephone (651) 487-7200  
Hours: 7:30 AM - 4:30 PM Mon.-Fri.

or

Traffic Engineering Office  
25 W. Fourth St., Room 800  
(651) 266-6200  
Hours: 8:00 AM - 4:30 PM Mon.-Fri.

All new applicants for permits must submit proof of residency within the restricted area in the form of:

- A driver's license, lease, title or utility bill bearing the applicant's name/address; or
- A notarized statement from a person having a legal title or lease for an applicant's residence. Notarized statements shall contain the applicant's name, address and the title or lease-holder's address/phone.

To obtain a vehicle permit, applicants must also provide proof of vehicle ownership by producing either a title, vehicle registration or insurance card, including license plate number.

**CURRENT PERMIT HOLDERS:**

As a resident who purchased parking permits in 2008-2009, you have been mailed an application for the period September 1, 2009 thru August 31, 2010. Permits must be applied for on that form. If you have changed your place of residence within a permit parking area, you must reapply at either of the addresses listed above. **These applications are non-transferable.**

**Number of permits allowed per household:**

	Vehicle Permits	Visitor Permits
Areas 1 & 8	Unlimited	Unlimited
Area 2	N/A	3
Area 3	2	2
Areas 6, 7	4	2
Area 9	4	2
Exception for Area 9	<i>Only 1 vehicle/1 visitor permit for Grand Avenue addresses between 810-836</i>	
Area 13	6 maximum total - any combination	
Areas 10-28	4	2

(OVER)

A non-refundable permit fee of \$10.00 for each residential parking permit or visitor permit is required. Make checks payable to the City of St. Paul.

**VEHICLE PERMITS - \$10.00 each**

To obtain a vehicle permit, complete the application giving the requested data describing the vehicle. **Vehicle permit stickers must be permanently affixed to the outside of the window on the driver's side closest to the rear of the vehicle (lower corner). Taping a permit to the inside of the window is illegal and is subject to citation. Vehicle Permits can only be used within the area designated on permit.**

**VISITOR PERMITS - \$10.00 each**

Transferable visitor permits are available to residents whether or not they own a vehicle. It is illegal for a resident to use a visitor permit in their own vehicle. Visitors must park on the same block or the immediate cross street of the address appearing on the permit. **Visitor permits shall be placed on the dashboard inside the vehicle, on the driver's side, so it is visible to enforcement personnel.**

**SPECIAL EVENT PERMITS – NEW - ONE DAY SCRATCH-OFF HANGTAGS (\$1 each)**

Residents may purchase an unlimited number of non-transferable, temporary, one day special event scratch-off, hang tags. These special event permits are available to residents either through the mail or in person. The resident's address and permit area number are on these permits, but they are not dated. The resident scratches off the month, the day and the year on the day it is being used. Each permit is good for one day only. **Scratching off more than one date invalidates the permit. Special Event hang-tags shall be hung on the rearview mirror inside the vehicle, with the side displaying the address, date and permit number facing the exterior of the vehicle. The enforcing officer should be able to clearly read the permit through your windshield.** Call 651-266-6200 for more information or to order special event permits.

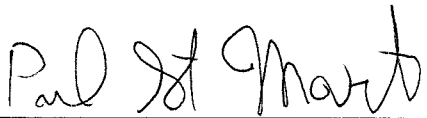
**FAILURE TO PROPERLY AFFIX/DISPLAY A PERMIT MAY RESULT IN A CITATION.**

**LOST OR REPLACED PERMITS**

If any permit has been lost, a notarized statement is required stating how the permit was lost and a replacement will be issued for \$1.00 each. If a resident replaces their vehicle, they must remove the old sticker with a razor blade and present the pieces along with the new vehicle information to obtain a replacement permit for \$1.00 each. Otherwise a new permit can be purchased for \$10.00 each if the resident hasn't reached their permit limits.

**If a resident relocates outside the permit area his/her permits become invalid. Police will be notified.**

***Warning: False information on a permit parking application shall be grounds for denial or revocation of said permit(s) and is punishable as a misdemeanor. L.C. 168.08***

  
\_\_\_\_\_  
Traffic Engineer

7-10-09  
\_\_\_\_\_  
Date